

POL-20091016A

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STATEWIDE BUSINESS PROCESS POLICY

# **Enterprise Information Systems Acquisition**

*Approved*

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*Office of the Chief Information Officer*

Department of Administration  
State Information Technology Services Division  
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*November 18, 2010*



Brian Schweitzer  
Governor

**State of Montana**

DEPARTMENT OF ADMINISTRATION

*Janet R. Kelly, Director*

CHIEF INFORMATION OFFICER

*Richard B. Clark*



## **APPROVED STATEWIDE POLICY: ENTERPRISE INFORMATION SYSTEMS ACQUISITION**

**EFFECTIVE DATE: NOVEMBER 15, 2010**

**APPROVED: NOVEMBER 4, 2010**

### **I. Purpose**

This Enterprise Information Systems Acquisition Policy (Policy) establishes the requirements to implement consistent processes and performance standards for acquisition of information systems and related services by agencies.

### **II. Authority**

The Montana Information Technology Act (MITA) requires that the Department of Administration establish and enforce statewide information technology policies and standards. See [§2-17-512, MCA](#). The Chief Information Officer is responsible for statewide policies for acquisition of Information Technology.

This Policy may conflict with other instruments currently in effect. Where conflicts exist, the more restrictive instrument governs. The development of future policies or standards will explicitly identify and retire any superseded portions of current policies or standards.

### **III. Policy Statement**

The State of Montana (State) shall acquire information systems within a complete life cycle process, consistent with the standard of performance, specifications, and procedures published by the Department of Administration. The Department of Administration shall promulgate an acquisition life cycle to include standards of performance, specifications, and procedures based on national, international, or industry standards and processes, where applicable.

This policy does not affect agencies' responsibilities under Title 18, MCA.

### **IV. Applicability**

This Policy applies to agencies, independent contractors, and other service providers who have access to or use or manage information resources subject to the policy and standard provisions of [§2-17-512, MCA](#).

### **V. Scope**

The Policy authorizes and requires the implementation of consistent and standardized practices, performance standards for acquisition of information resources and technology, and related services by agencies.

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This Policy encompasses information systems, resources, technology, and related services for which agencies have administrative responsibility, including the information resources, technology, and services managed or hosted by third parties on agencies' behalf.

**VI. Definitions**

<b>Acquisition</b>	<p>A Term of Art: The conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of information systems, supplies, or services to satisfy State of Montana needs, intended for use in or in support of agency missions.</p> <p>Acquisition is therefore a much wider concept than procurement, covering the whole life cycle of acquired systems.</p> <p>Adapted from the US Defense Acquisition University (DAU) definition.</p>
<b>Acquisition Life Cycle</b>	<p>The process defined by a series of phases during which information technology is defined and matured into viable concepts, which are subsequently developed and readied for production, after which the systems produced are supported.</p> <p>The acquisition process is much more than simply buying something. It includes all activities from planning, preparation and processing of a requisition, solicitation, evaluation, award and contract formation, to receipt and acceptance of delivery, payment, inventory management, and property sustainment and disposition.</p>
<b>Agency</b>	<p>Any entity of the executive branch except as exempted by MITA. Reference <a href="#">§2-17-506(8), MCA</a>.</p>
<b>Information Resources</b>	<p>Information and related resources, such as personnel, equipment, funds, and information technology. Reference 44 U.S.C. Sec. 3502.</p>
<b>Information Systems</b>	<p>A discrete set of <i>information resources</i> organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Reference 44 U.S.C. Sec. 3502.</p>
<b>Information Technology</b>	<p>Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference <a href="#">§2-17-506(7), MCA</a>.</p>

**Procurement**      A Term of Art: Obtaining goods and/or services at the best possible total cost of ownership, in the right quality and quantity, at the right time, in the right place and from the right source for the direct benefit or use of corporations, individuals, or even governments, generally via a contract, or it can be the same way selection for human resource. Simple procurement may involve nothing more than repeat purchasing. Complex procurement could involve finding long term partners – or even 'co-destiny' suppliers that might fundamentally commit one organization to another. Procurement can refer to buying, outsourcing, etc of any resources.

## **VII. Authorizations, Roles, and Responsibilities**

Agency heads are responsible for implementation of this Policy internally within their agencies.

The Department of Administration is responsible for statewide standards of performance, specifications, procedures, and guidance to implement this Policy.

## **VIII. Requirements**

Each Agency shall implement this Policy and associated standards of performance, specifications, procedures published by the Department of Administration. Those associated instruments shall have their own Effective Date(s) further out in time.

The Department of Administration shall publish information systems, resources, and technology acquisition requirements via statewide standards of performance, specifications, and procedures.

The Department of Administration shall define and implement an Acquisition Life Cycle process in support of statewide information systems acquisition activities. The Life Cycle shall:

1. Implement the requirements and intent of the Montana Information Technology Act (2001).
2. Use national, international, or industry standards wherever feasible.
3. Align with the State of Montana Executive Planning Process (EPP).
4. Align with associated project and program management processes.
5. Align with information systems life cycle processes.

## **IX. Compliance**

Compliance with this Policy shall be evidenced by implementation of the published standards of performance, specifications, and procedures promulgated under this Policy.

## **X. Policy Changes and Exceptions**

The [Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards](#) shall govern policy changes or exceptions. Submit requests for a review or change

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to this instrument by [Action Request](http://itsd.mt.gov/content/policy/policies/Administration/action_request.doc) form (at [http://itsd.mt.gov/content/policy/policies/Administration/action\\_request.doc](http://itsd.mt.gov/content/policy/policies/Administration/action_request.doc)). Submit requests for exceptions by an [Exception Request](http://itsd.mt.gov/content/policy/policies/Administration/exception_request.doc) form (at [http://itsd.mt.gov/content/policy/policies/Administration/exception\\_request.doc](http://itsd.mt.gov/content/policy/policies/Administration/exception_request.doc)). Changes to policies and standards will be prioritized and acted upon based on impact and need.

## **XI. Closing**

Direct questions or comments about this instrument to the State of Montana Chief Information Officer at [ITSD Service Desk](http://servicedesk.mt.gov/ess.do) (at <http://servicedesk.mt.gov/ess.do>), or:

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## **XII. References**

### **A. Legislation**

- [§2-17-512\(1\)\(l\), MCA. Powers and duties of department.](#)
- [§2-17-514\(3\), MCA. Department - enforcement responsibilities.](#)
- [§2-17-518, MCA. Rulemaking authority.](#)

### **B. Policies, Directives, Regulations, Rules, Procedures, Memoranda**

- [Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- [Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

### **C. Standards, Guidelines**

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**XIII. Administrative Use**

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Change & Review [ITSD Service Desk](http://servicedesk.mt.gov/ess.do) (at <http://servicedesk.mt.gov/ess.do>)  
Contact:  
Review: Event Review: Any event affecting this instrument may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.  
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